



## Prison Education Framework ITT – Clarification Question Responses

Unique Reference No	Message	Final Response Text
9	<p>We are a small provider currently delivering in prison establishments. Can you please let me know if this is the process for us to be included in DPS?</p>	<p>No. The DPS Project and ITT will follow at a later date. We will shortly be commencing our market engagement activity and more details will follow on bravo.</p>
10	<p>On the MoJ online form the following 2 questions talk about credit ratings report, in Q1.9.4 we are asked to provide a financial data and credit ratings report from one of the leading debt rating agencies, however in Q1.16.2 Annex 1 of the 'Financial Distress' document it refers to only using Dun and Bradstreet as a rating agency. Please can you clarify if we can only use Dun and Bradstreet as a rating agency or can a report from Creditsafe be used.</p> <p>I have listed the questions in full for your reference below:</p> <p>1.9.4 Please provide a financial data and credit ratings report from one of the leading debt rating agencies - dated January 2018.</p> <p>1.16.2 The Authority is concerned to understand the assessment of the financial standing of the Supplier and the consequences of a change to that financial standing.</p>	<p>Suppliers can provide a credit rating report from one of the leading agencies - dated January 2018. A Creditsafe report is therefore acceptable.</p>

<p>11</p>	<p>When completing the MoJ online form we have noticed that the Authority has asked for attachments for a number of question but there are no templates provided. Please can you advise if we need to design our own template for these questions or if these will be provided? Questions include:</p> <ul style="list-style-type: none"> <li>• 1.9.1 (EaFS-1.1) Please provide details of the company's title and evidence of registration at Companies House/Charity Commission, confirm whether the company is trading or dormant and whether it is owned by another company or part of a consortium or will be engaging a material sub-contractor.</li> <li>• 1.9.5 (EaSF1-5) For any new consortia/group not yet formed please provide a detailed plan of how this test will be satisfied and the requirements for economic and financial standing met once a formal legal structure has been established</li> <li>• 1.11.1 (SQ-6.1) Relevant experience and contract examples. Please provide details of up to three contracts, in any combination from either the public or private sector;</li> <li>• 1.11.2 (SQ-6.2) Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</li> <li>• 1.11.3 (SQ-6.3) If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</li> </ul>	<p>Where a question type listed as Attachment, this will either have an attachment or allows response via the upload of an attachment. With ref to 1.9.1 &amp;1.9.5 &amp; 1.11.1/2/3 - Happy to accept your own template with attachments (to note, if you have multiple documents, please place in a ZIP file to upload as it is limited to 1 attachment per question).</p>
<p>12</p>	<p>Tender documentation states there is a Part D with an excel workbook, but I can't seem to find this in the</p>	<p>Part D Pricing Scenario's are included within the LOT 1 to 17 questions. Ref numbers for these questions are 3.2.1 to 3.18.1.</p>

	documents provided. Please could you tell me where I can find it?	
13	<p>could i confirm the prison education framework ITT is for the 80% core budget and not for the 20% individual prion budget</p> <p>we would like to bid for the 20% as our work is vocational delivery, do we wait for later ITT</p>	There is flexibility between the PEF and DPS and not a set % dedicated to each.
15	<p>In Appendix 8 and Appendix 11 you refer to Naming convention: bidder number_App8.doc</p> <p>where would we find our bidder number from?</p>	<p>With reference to the request for 'Naming convention: bidder number' in the small print at the end of Appendix 8 and Appendix 11, please disregard as this number will no longer be required when being submitted.</p> <p>Apologies if you have already received this information via the broadcast message posted on 23.02.18 @ 11am</p>
16	In the document titled 'ITTD Part B FINAL' Pricing evaluation (Section (9.1 d)) the Authority references that scenarios have been created, based on historic commissioning data, against which the framework prices will be evaluated. Please could the Authority clarify where we can find these scenarios.	The scenarios can be found as attachments within the ITT Section 3, Commercial Questionnaire, and are attached to the Lot specific questions, 3.2.1 to 3.18.1, and are specific to that particular Lot and prison type contain there within.
17	In the document titled 'ITTD Part B FINAL' Pricing evaluation (Section 9) the Authority references a Part D: Pricing (MS excel) for each lot. In the attachments downloaded there is no Part D schedule. Please could the Authority provide these, or advise when bidders can expect to receive them.	The scenarios can be found as attachments within the ITT Section 3, Commercial Questionnaire, and are attached to the Lot specific questions, 3.2.1 to 3.18.1, and are specific to that particular Lot and prison type contain there within.
18	Can the Authority confirm if bidders can include diagrams in their responses?	Yes, diagrams can be included, especially where they have specifically requested. e.g. organograms
20	Can the Authority clarify if bidders are expected to include an actual Implementation Plan (e.g. a Gantt chart or similar) in response to Q5.1? If so, is this included within the 1,500-word limit?	ITT Part B question 5.1 requires Bidders to outline their implementation plans. The more detailed Outline Implementation Plans described in Schedule C9 will be required at Call Off stage, not as part of this procurement process.

21	<p>Re: Final Date for Tender Queries – 2nd March. Is there any way the Authority can extend the final date for tender queries please, in view of the fact that the remaining documents, including TUPE information, Asset Registers and Common Awarding Organisation &amp; prices are only being released on 27th February.</p>	<p>Deadline for receipt of NDA and Intention to Tender Form: 10am on Monday 26 February 2018. Any suggested changes to the contract must be submitted by e-mail: 10am on Monday 26 February MoJ will issue updated ITT pack if required: 9 March. Deadline for general clarification questions: 5pm on Monday 12 March 2018. Deadline for bids: noon on Thursday 5 April 2018. Prison Education Framework award: Estimated September 2018. Further Competition for Call Off contract awards: September - December 2018. Call Off contracts start: 1 April 2019.</p>
22	<p>We would like to request that the wide definition of Confidential Information (in paragraph 1(a) of the Non-Disclosure Agreement to be submitted by Bidders by 26 February 2018 and C18 Confidential Agreement) be amended to say, “in relation to the services under this Contract”.</p>	<p>No, we will not be making amendments to the NDA.</p>
24	<p>1. Is it correct that this framework is only for those intending to deliver the whole curriculum and that specialist providers of education services should tender via the DPS?</p> <p>2. Please confirm that this ITT is entirely independent of the DPS and that there is no need to pre-qualify with this to be considered for the DPS.</p> <p>3. If possible is there any indication of when the DPS tender will take place?</p>	<p>1. Suppliers under the PEF need to be able to deliver the full specification as detailed in the ITT pack. 2. We can confirm The DPS is a totally separate procurement 3. As previously indicated the DPS will be established later this year.</p>
25	<p>In table 3 “PEF Timetable” of the ITT it states clarification closes at 5pm on the 2nd March, at the launch even we were informed the 5th March. Please could you confirm which of these is correct.</p>	<p>Deadline for receipt of NDA and Intention to Tender Form: 10am on Monday 26 February 2018. Any suggested changes to the contract must be submitted by e-mail: 10am on Monday 26 February MoJ will issue updated ITT pack if required: 9 March. Deadline for general clarification questions: 5pm on Monday 12 March 2018. Deadline for bids: noon on Thursday 5 April 2018. Prison Education Framework award: Estimated September 2018. Further Competition for Call Off contract awards: September - December 2018. Call Off contracts start: 1 April 2019.</p>

31	Are electronic signatures acceptable for appendix 8 and appendix 11.	Yes, electronic signatures are acceptable for appendix 8 and appendix 11.
33	Please could Authority advise if SQ6.1 and SQ6.2 have a word limit, and if bidders are allowed to use or attach diagram/chart in the response.	Yes, the word limit is as specified in the ITT documents. Diagrams / charts can be added and these do not count towards the word limits.
35	Could the authority please clarify that for Lots where TUPE applies, should the volume of face-to-face service delivery set out in a call-off specification require a different size or shape of delivery organisation, then the framework will include a mechanism for the Supplier to charge for the mobilisation activity and costs to right-size the service?	The prices that have been requested for the framework are as detailed in the contract (F3) are fully inclusive of all costs. As such you should account for any anticipated mobilisation costs as part of the prices submitted.
36	Could the authority clarify that if learner numbers on any given course turn out to be significantly different to those assumed in the Annual Delivery Budget then there will exist a mechanism for charges per learner to be revisited such that fixed costs are neither over-recovered nor under-recovered in the course charges?	This is covered in Schedule C12 paragraph 10
39	Can the Authority explain why any additional costs arising from Innovations must be covered by the Charges? The scope of Schedule C3 is (by design) unknowable and unquantifiable at this stage - if Suppliers knew what their future innovations could be then they would be built in to the original proposition.	It is expected that innovations will either be cost neutral or lead to lower total system costs.
41	Could the Authority clarify that the collaboration requirements in the Framework will not require Suppliers to share their confidential information, commercially sensitive information or similar with other Suppliers on the Framework.	The collaboration requirements are set out in schedule C15.
43	Could the Authority clarify that in the event a Buyer elects to take-up an Option, that the consequential impact on the existing operations provided by the Supplier can be taken in to consideration in the proposal and pricing of the Option? For instance, if the Option is to move to e-learning, requiring a reduction in staff numbers, writing down previous investments,	Yes - Suppliers should see C12 Para 14

	and a future investment in technology can the pricing for the option include all of these costs?	
44	Can the Authority please clarify that the impact of measuring Service Levels at Lot Level rather than at Establishment Level is intended to lead to a situation where failure at one establishment causes the Performance Payment for the entire Lot to be foregone. This doesn't appear a proportionate penalty, and given that the Performance Payment is 5% of the entire contract value could lead to services becoming loss making for Suppliers.	Paragraph 5.1.5 to Schedule C11 (Contract Management) states: "the Service Levels and corresponding Performance Payments will be calculated in respect of each Lot Member and they will be reported and deducted against Charges due by each respective Lot Member". "Lot Member" means an Establishment which is listed as part of a particular Lot. Service Levels are therefore measured at Establishment level and corresponding performance payments paid at Establishment level, not at Lot level as stated in your question.
45	Could the Authority please clarify what would happen if the Annual Delivery Budget has been fully utilised part way through the relevant year? Would the Supplier be expected to continue delivering services at no charge to the Buyer, or would service provision cease / reduce? Also, if the Annual Delivery Budget were underspent, would it roll-over to the next year?	The annual delivery budget will not be fully utilised part way through the financial year as we expect Suppliers to provide a monthly profile of planned expenditure. No under spends will be rolled forward between financial years.
48	Could the Authority please clarify under what specific circumstances a Buyer would exercise their power to change the weighting of Service Levels, and what criterion they would apply in their decision. There must be clear guidance and control on this otherwise it is open to manipulation.	The Authority would exercise their power to change the weighting of Service Levels where: - there is clear and consistent evidence that the extant weightings were inappropriate – either due to suppliers being unable to meet them due to circumstances outside of their control, or due the service levels not demonstrably driving the expected behaviours. - there is a substantial change in the operating environment which means that a review of the service levels is appropriate.
49	Could the authority please set out the conditions required that could trigger the requirement for a Supplier to provide an improvement plan?	Suppliers may be required to provide improvement plans where instances of reduced performance fall below the Buyer's required standard and they issue an improvement notice. Standards will be measured using service levels, key performance indicators, other management information and other performance appraisals.
52	Hello - how do we go about adding our details to the supplier details database and will it be shared again?	We will be running another scan within the next week, and your details will automatically be added. Please ensure your details are correct on Bravo as this will be where the details will be taken.

53	<p>Please could the Authority clarify whether the draft stakeholder plan requested in Q3.2 forms part of the word count and should be submitted in the body of the response or can be submitted as an attachment not included in the word count?</p>	<p>This can be submitted as an attachment, and will not form part of the word count.</p>
56	<p>As a local authority we currently supply library services.</p> <p>Can you confirm that as a body that is only interested in delivering library services we are not expected to submit a ITT application for the PEF but that our future delivery will be determined outside of this process. In that decisions regarding extensions (or not) to our current SLAs will be via communications with our local Governors.</p> <p>We are aware that going forward we will be required to work closely with the companies who are selected to provide education services at the "call out" stage of this process. We also appreciate that the services we currently offer may need to be tailored to better support the education aims of the prisons we serve. As a library provider we will be happy to work within these parameters.</p>	<p>It is for you to decide whether or not to bid for the PEF contract, either alone or as part of a consortium.</p> <p>We included library services in our PEF specification to give us some protection for the future should current library providers pull out. It also gives empowered governors options should they be unhappy with their current provider's service, and enables new and existing library providers to enter the prison library delivery market, perhaps in areas outside their normal geographic 'range'.</p> <p>But to be clear, governors who want to continue the arrangement with a Public Library Authority, including those governors with arrangements with Libraries, Museums, Culture &amp; Registrars, after March 2019 can, where the Public Library Authority is content to do so, simply put in place a successor Service Level Agreement for the ongoing delivery of a prison library service, independent of the PEF or the DPS and with no procurement process necessary.</p>
57	<p>We are completing the documents App 8 and App 11 required for return by Monday. However, the naming convention in Appendix 8 refers to a naming convention of</p> <p>Naming convention: bidder number_App8.doc</p> <p>Can you clarify what is meant by bidder number?</p>	<p>With reference to the request for 'Naming convention: bidder number' in the small print at the end of Appendix 8 and Appendix 11, please disregard as this number will no longer be required when being submitted.</p> <p>Apologies if you have already received this information via the broadcast message posted on 23.02.18 @ 11am.</p>

60	<p>In order for us to inform mobilisation &amp; Implementation planning, costings and bid responses, can the Authority please provide more detail around the timescales related to the September to December 2018 Framework competition period, specifically:</p> <ul style="list-style-type: none"> <li>• the exact date the Authority expects shortlisted lot framework bidders to be notified and</li> <li>• the exact date the Authority expects the single, lot level core provider to be appointed and notified.</li> </ul>	<p>As indicated in the timeline it is expected that the framework award will be September 18, and we expect to complete the mini competition process in December 18 to award call off contracts.</p>	
61	<p>Will the Authority please provide a list of current providers of Library services in each in-scope prison</p>	<p>A list is attached.</p>	
		Name of establishment	Name of Prison Library Service Provider
		<p>Lot 1: Avon &amp; South Dorset</p>	
		HMP Bristol	Agency staff
		HMP Eastwood Park	South Gloucestershire County Council
		HMP Leyhill	South Gloucestershire County Council
		HMP Portland	Weston College
		The Verne IRC	Dorset County Council
		<p><b>Lot 2: Bedfordshire, Cambridgeshire &amp; Norfolk</b></p>	
		HMP Bedford	Milton Keynes College
		HMP Bure	Norfolk County Council
		HMP Littlehey	Cambridgeshire County Council
		HMP Norwich	Norfolk County Council
		HMP Wayland	Norfolk County Council
		<p><b>Lot 3: Cumbria &amp; Lancashire</b></p>	
		HMP Haverigg	Cumbria County Council

HMP Kirkham	Lancashire County Council
HMP Lancaster Farms	Lancashire County Council
HMP Preston	Lancashire County Council
HMP Wymott	Lancashire County Council

**Lot 4: Devon & North Dorset**

HMP Channings Wood	Libraries Unlimited
HMP Dartmoor	Libraries Unlimited
HMP Exeter	Libraries Unlimited
HMP Guys Marsh	Weston College

**Lot 5: East Midlands**

HMP Leicester	Leicester City Council
HMP Lincoln	Greenwich Leisure Ltd
HMP North Sea Camp	Greenwich Leisure Ltd
HMP Onley	First for Wellbeing Northamptonshire
HMP Whatton	Inspire – Culture, Learning and Libraries
Morton Hall IRC	Greenwich Leisure Ltd

**Lot 6: Greater Manchester, Merseyside & Cheshire**

HMP Buckley Hall	NOVUS
HMP Hindley	NOVUS
HMP Liverpool	Liverpool City Council
HMP Risley	LiveWire Warrington
HMP Thorn Cross	LiveWire Warrington

**Lot 7: Hertfordshire, Essex & Suffolk**

HMP Chelmsford	Essex County Council
HMP Highpoint	Suffolk Libraries IPS Ltd
HMP Hollesley Bay	Suffolk Libraries IPS Ltd
HMP The Mount	Hertfordshire County Council
HMP Warren Hill	Suffolk Libraries IPS Ltd

**Lot 8: Kent, Surrey & Sussex**

HMP Coldingley	Surrey County Council
HMP Downview	Surrey County Council
HMP East Sutton Park	Kent County Council
HMP Elmley	Kent County Council
HMP Ford	West Sussex County Council
HMP Lewes	East Sussex County Council
HMP Maidstone	Kent County Council
HMP Rochester	Medway Council
HMP Send	Surrey County Council
HMP Standford Hill	Kent County Council

**Lot 9: London**

HMP Brixton	Lambeth Library Services
HMP Feltham	Hounslow Library Services
HMP High Down	Surrey County Council
HMP Isis	Greenwich Leisure Limited
HMP Pentonville	Islington Library and Heritage Services
HMP Thameside	<i>Prison operator is responsible</i>
HMP Wandsworth	Greenwich Leisure Limited
HMP Wormwood Scrubs	Hammersmith and Fulham Library Services

**Lot 10: Long Term High Security Estate, North**

HMP Frankland	Durham County Council
HMP Full Sutton	East Riding Library Services
HMP Garth	Lancashire County Council
HMP Gartree	Leicestershire County Council
HMP Manchester	Manchester City Council
HMP Wakefield	Wakefield City Council
HMP Whitemoor	Cambridgeshire County Council

**Lot 11: Long Term High Security Estate, South**

HMP Aylesbury	Buckinghamshire County Council
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HMP Belmarsh  
HMP Isle of Wight  
HMP Long Lartin  
HMP Swaleside  
HMP Woodhill

Greenwich Leisure Ltd  
Isle of Wight Council  
Worcestershire County Council  
Kent County Council  
First for Wellbeing Northamptonshire

**Lot 12: North Midlands**

HMP Drake Hall  
HMP Foston Hall  
HMP Nottingham  
HMP Ranby  
HMP Stocken  
HMP Sudbury

Staffordshire County Council  
Derbyshire County Council  
Nottingham City Libraries  
Greenwich Leisure Limited  
Rutland County Council  
Derbyshire County Council

**Lot 13: South Central**

HMP Bullingdon  
HMP Erlestoke  
HMP Grendon  
HMP Huntercombe  
HMP Springhill  
HMP Winchester

Oxfordshire County Council Library Services,  
Wiltshire County Council  
Buckinghamshire County Council  
Oxfordshire County Council  
Buckinghamshire County Council  
Hampshire County Council

**Lot 14: Tees & Wear**

HMP Deerbolt  
HMP Durham  
HMP Holme House  
HMP Kirklevington Grange  
HMP Northumberland

Durham County Council  
Durham County Council  
Stockton-on-Tees Borough Council  
Stockton-on-Tees Borough Council  
*Prison operator is responsible*

**Lot 15: West Midlands**

HMP Birmingham  
HMP Brinsford  
HMP Featherstone

*Prison operator is responsible*  
Staffordshire County Council  
Staffordshire County Council

		<p>HMP Hewell  Worcestershire County Council</p> <p>HMP Oakwood  <i>Prison operator is responsible</i></p> <p>HMP Stafford  Staffordshire County Council</p> <p>HMP Stoke Heath  Shropshire County Council</p> <p>HMP Swinfen Hall  Staffordshire County Council</p> <p><b>Lot 16: Women's Estate North</b></p> <p>HMP Askham Grange  York City Council</p> <p>HMP Low Newton  Durham County Council</p> <p>HMP New Hall  NOVUS</p> <p>HMP Styal  Cheshire County Council</p> <p><b>Lot 17: Yorkshire</b></p> <p>HMP Doncaster  <i>Prison operator is responsible</i></p> <p>HMP Hatfield  Doncaster Metropolitan Borough Council</p> <p>HMP Hull  Hull Culture and Leisure Ltd</p> <p>HMP Humber  East Riding Library Services</p> <p>HMP Leeds  NOVUS</p> <p>HMP Lindholme  Doncaster Metropolitan Borough Council</p> <p>HMP Moorland  Doncaster Metropolitan Borough Council</p> <p>HMP Wealstun  NOVUS</p>
63	With reference to clause 4.5 of the Core Terms, there is no definition of “Standstill” in the Definitions Schedule. Please confirm what is meant by Standstill in this context.	<p>In the Core Terms (4.5), alongside a reference to Lockdown (which is defined). In this context, a Standstill is:</p> <p>a disruption which requires prisoners to remain where they are;</p>
66	With reference to clause 10.1.5 of the Core Terms, please confirm whether the Buyer’s requirements and policies in relation to conduct on the Buyer’s premises will be provided to the Supplier prior to entering into the Call-Off Contract.	<p>Yes, section 9 of the Call Off Specification template (Schedule C4) asks governors to insert the details of key policies and procedures in place at their Establishment that the Supplier will need to be aware of and adhere to.</p>

67	With reference to clause 10.6 of the Core Terms please confirm what is meant by “any person employed by them”. Is this a reference to Supplier Personnel or staff employed by the Authority and the Buyer?	The reference in 10.6 refers to employees of the Authority and the Buyer.
79	Please could you confirm whether or not there will be a funding cap per learner?	There will not be a funding cap per learner. Financial returns required under the annex to Schedule F4 may require information on where individual learners have received learning over a certain value.
80	In ITTD Part A Appendix 11 Intention to Tender Confirmation it is mentioned that we must use our "bidder number" in the naming of files.  Please could you clarify where we can find our bidder number?	With reference to the request for ‘Naming convention: bidder number’ in the small print at the end of Appendix 8 and Appendix 11, please disregard as this number will no longer be required when being submitted. Apologies if you have already received this information via the broadcast message posted on 23.02.18 @ 11am.
89	Can the Authority give an update on the MoJ’s Digital Transformation programme, and can providers see the schedule for the rollout of this programme.	We are testing technology, with strict controls, in a small number of pilot prisons. Ministers will need to see evidence that new technologies have tangible benefits, in terms of improving rehabilitation, cutting crime and protecting the public before making any further decisions.
90	Other than the live digital platform referenced in the specification, will any specific learner case management platform be mandated to providers in their delivery of the case management specification. If the answer is yes, can the Authority be specific as to what system will be mandated.	The reference to a ‘live digital platform or such system as the Authority will specify’ in the specification is intentionally broad and further detail will be made clear at the Call Off stage.  At this point in time, the Virtual Campus platform is operating in prisons in the Framework. In addition, current suppliers use a variety of other software and digital systems within their provision of education and for assessment.  Other systems may be investigated and, following the policy of empowering governors to make decisions regarding their education provision, they will specify any requirements that they might have for learning platform use. Again, anticipate that this will be discussed with bidders at the Call Off stage.
91	With regard to the live digital platform, is it expected the information will be inputted manually or will integrations (API's or web services) be available for integration for providers own systems.	We hope to provide further technical information at Call Off stage and will seek to ensure that any systems in use are as open and compatible as possible within a custodial environment. We will also seek to work with successful bidders to further develop digital integration.
92	Page 7 of the Specification - What detail is the Authority expecting around Management Information	Detail regarding MI is provided in Schedule F4.

	(MI) and what resource is the Authority expecting we provide in the production of that MI.	
93	Commercial in Confidence - Where there are existing systems, will the Authority allow access to successful providers to utilise those systems in the scheduling and delivery of education.	Yes.
94	Will providers be permitted to use a cloud hosted learner or custodial management systems in the scheduling and delivery of education (provided appropriate security standards are adhered to).	Yes, provided appropriate security standards are adhered to and data is held in compliance with the standards required within the General Data Protection Regulations (GDPR).
95	Can the Authority provide details of any digital innovation projects or pilots that have started or are in the pipeline that may impact on a provider's delivery model. This is to ensure the risk of duplication is removed and the opportunity to continue where such a pilot is wanted by incorporating this into programme design and pricing.	Information on the current status of establishments, with respect to the digital prisons programme or any other innovation projects or pilots, will be made clear at Call Off stage in the specifications they draft (see Schedule C4 for further information on Call Off specifications).
97	We note that under paragraph 2.4 (C12) Charges will be subject to a cap as set out in the Business Plan which relates to that Contract Year. Please confirm what mechanism will be used to fix the cap and whether the cap will be agreed between the Parties.	The process for agreeing the Delivery Plan and Annual Delivery Budget is set out in detail in paragraphs 2, 3 and 4 of Schedule C11 (Part A - Contract Management).
100	We notice that the response to SQ6.1 requires bidders to attach a document when responding. Can the authority please confirm the format this document should be provided in (i.e. MS Word, PDF?) and whether there is a word or page limit for each of the 3 previous contract examples requested.	MS Word/PDF are both acceptable. There is no word/page limit, although Bravo will not permit file sizes over 50mb per question upload. To note, that multiple attachments must be put into a Zip folder to upload, as Bravo only allows for 1 file upload per question.
101	We notice that the response to SQ6.2 requires bidders to attach a document when responding. Can the authority please confirm the format this document should be provided in (i.e. MS Word, PDF?) and whether there is a word or page limit for the response.'	MS Word/PDF are both acceptable. There is no word/page limit, although Bravo will not permit file sizes over 50mb per question upload. To note, that multiple attachments must be put into a Zip folder to upload, as Bravo only allows for 1 file upload per question.
102	Please can the Authority confirm if cross-referencing is allowed from one question response to another?	No - we will evaluate responses for each question individually

104	Please can you confirm that we need to return the NDA and intention to bid documents by Monday 26 February at 10am regardless of whether we are planning to bid as prime provider, part of a consortium, or as a subcontractor to another prime provider?	Until such time as the NDA is submitted the Authority will not release TUPE and Asset data. For prime or consortium all bidders involved need to complete the NDA before the information can be released.
107	We note that some of the Lots, for example Lot 8, include a statement that 'The Lot also covers Women's prisons in the counties of West Sussex, Surrey, Greater London, Hertfordshire and Essex and all counties to the south and east of those counties.' Can you please clarify to which women's prisons you refer for each of the Lots where a similar statement is included (i.e. Lots 4, 8, 12 and 16)?	The existing women's prisons are identified in the lots as detailed in Annex 1 to Part A of the ITT with a (W) after their name.
109	Is this just for PRIME Contractors to complete NOT providers being involved in Supply Chain only delivery?	Suppliers under the Prison Education Framework are required to be able to provide the full range of services covered in the specification. If you cannot provide the full range of services you may want to consider forming consortia, or participating in the supply chain or bidding for future requirements directly through the DPS which will be established later in 2018.
111	<p>I am trying to understand the tender process and whether our organisation needs to submit all of the requested information that has been referenced in recent portal messages. We are a small organisation who would be a part of larger bids / tenders as we would not deliver the full education framework (Maths, English ICT, ESOL) but would deliver vocational courses as part of prison education. We have registered expressions of interest with these larger bidders and are completing their paperwork but I am not clear on whether we also have to put in a bid / tender separately to yourselves for the deadline in April?</p> <p>So far, I have been completing all of the necessary documentation and responses by the deadlines to ensure that we can submit a bid if we need to, but please let me know if this is not necessary as soon as possible.</p>	You only need to complete the tender documents if you are bidding directly to be on the prison education framework. If you are bidding as part of a consortia you should agree with your partners how / who will respond to the tender.

114	Hi - just received a message reminder from Bravo to 'submit response' by deadline of 28th Feb - is it right to assume that this is just a system error and there is nothing to submit for this?	We do not expect a response to PQQ on 28th February, please do not respond to this reminder.
115	Could the Authority clarify if all future correspondence for the PEF ITT including Clarification Responses will be via the PEF ITT area of the portal or this market engagement area?	All responses to the Prison Education Framework should be submitted through ITT_1777 - Prison Education Framework.
119	Could the Authority clarify if all future correspondence including Clarification Responses will be via the PEF ITT area of the portal or the market engagement area?	All responses to the Prison Education Framework should be submitted through ITT_1777 - Prison Education Framework.
120	<p>I see there is the deadline of tomorrow for this 'Market Engagement' PQQ, as well as another deadline of 5th April for 'Prison Education Framework'.</p> <p>Having opened PQQ_65, there doesn't seem to be anything to edit upon clicking the 'edit response button'.</p> <p>Is it a case of simply clicking 'submit' at this stage to register our response for this particular PQQ and then completing the 5th April one with the actual bid?</p>	<p>The 'Market Engagement' part of the Prison Education Framework PQQ_65 is now reaching the end date 28.02.18, but the project will still be running.</p> <p>To view details of the Invitation To Tender (ITT) which contains the details and requirements of the Prison Education Framework, you will need to search for ITT_1777. I have attached a Supplier Desk Reference which should help.</p>
124	We have been looking at the detailed Lot information in Part A Appendix 1 PEF Lots and feel that the details regarding women's prisons is not particularly clear in relation to HMP Eastwood Park. Can you confirm whether this establishment should be considered as part of Lot 1 or Lot 4?	HMP Eastwood Park is in Lot 1
127	<p>We understand that the ITT response itself is to be submitted using ITT_1777 - Prison Education Framework.</p> <p>However much of the messaging with regards to the ITT process etc so far has taken place in the PQQ_65 market engagement area. We just wanted to clarify whether future communication ABOUT the ITT_1777 would be confined to one or both areas?</p>	<p>Messages are at present being downloaded via an Excel spreadsheet, and circulated for response before posting. This means the message shows as unread, but please be assured that all messages are being read and will be responded too.</p> <p>In regards as to where to post your questions, I would assume most questions will now be in connection with the ITT, so I would advise that you post them in the ITT_1777 but we will continue to monitor both.</p>

	<p>We sent a message on this are on the 23rd that has not been read yet so wanted to check we are using the correct area for our communication.</p>	
129	<p>Question 4.3 asks bidders to 'outline their key personnel, their skills and experience'. Please could you clarify if you would like an outline of the role requirements and the skills and experience needed to fulfil each Key Role; or the Key Personnel together with each named individual's (who will fulfil the role) skills and experience? The latter would be very challenging to provide, given that Key Personnel in Schedule C6 include the Local Manager and teaching staff, who will be both numerous and likely to be TUPE staff incoming from the current provider in each respective Lot.</p>	<p>Bidders can use generic or illustrative information on staffing to demonstrate how they will meet the authority requirements.</p>
131	<p>Should providers include mobilisation costs within their unit prices, or should these be accounted for separately?</p> <p>If separately, please can the Authority advise how / where we account for these within the prices schedules?</p>	<p>In response to Q131 if a supplier has an expectation of mobilisation costs being incurred these should be included within the unit prices.</p> <p>We are not funding mobilisation costs for suppliers so there is no need for them to present this to us separately.</p>

132	<p>Please could you clarify whether as a provider of library services to prisons we should, or will be required to, participate in the PEF ITT? Or whether there is an alternative procurement route? If the former, is it possible for us to complete the NDA and intention to bid documentation as soon as possible?</p>	<p>It is for you to decide whether or not to bid for the PEF contract, either alone or as part of a consortium.</p> <p>We included library services in our PEF specification to give us some protection for the future. It also gives empowered governors options should they be unhappy with their current provider's service, and enables new and existing library providers to enter the prison library delivery market, perhaps in areas outside their normal geographic 'range'.</p> <p>If you are a Public Library Authority, then governors with arrangements with you can, where you and they are content to do so, simply put in place a successor Service Level Agreement for the ongoing delivery of a prison library service from April 2019, independent of the PEF or the DPS and with no procurement process necessary. If you are not a Public Library Authority, then in order to continue providing prison library services you would need to bid for the PEF contract, either alone or as part of a consortium.</p>
134	<p>Can you advise if Libraries should be bidding as part of this tendering process. the messages are very unclear currently and the last Q&amp; A advised an SLA route up until 31/3/18.</p>	<p>As previous communications with library providers have made clear, advice to prison governors is that if they and their current library provider are happy to extend the current SLA to 31/3/2019, then they should do that. We apologise if a different message has inadvertently been given in a Q&amp;A session.</p> <p>Whether or not to bid as part of the Prison Education Framework tender is a matter for organisations themselves. If an organisation proposing to provide prison library services is a Public Library Authority then it will be permissible to make a direct arrangement with a prison governor without the need for competition, and that relationship can continue to be conditioned by a Service Level Agreement. In those circumstances, PLAs will probably decide not to bid to be on the Prison Education Framework unless they wish to extend their library offer outside their 'natural' geography as the lead of, or as a partner in, a consortium bid.</p> <p>TUPE information for prison libraries will be gathered as part of the further competitions for call off from the Prison Education Framework as necessary.</p>
136	<p>Thank you for sending through the latest CQ document. We were told that the client would send round a list of attendees from the two briefing events. Can you please advise when we will receive this?</p>	<p>We're in the process of compiling all of the information for recent ITT Launch events which took place in Sheffield and London. A full package of documents will be published shortly.</p>